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2011 UNOPA NE Home Sales Professional Development Scholarships Guidelines

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"reimbursements"

**University of Nebraska Office Professionals Association (UNOPA)
NEBRASKA HOME SALES PROFESSIONAL DEVELOPMENT SCHOLARSHIPS
GUIDELINES AND CRITERIA**

AWARD:

Two scholarships of \$100 each will be awarded at our general meeting in September of each year.

GUIDELINES AND CRITERIA:

1. Must be a current active member of UNOPA.
2. Members can only win once every three years.
3. Scholarships shall be used to attend an association conference(s). Conference(s) can be local, state, central area or national. Reimbursable expenses include registration fees, meals and lodging.
4. Recipients will be drawn from the current membership list at UNOPA's September general meeting. If possible, a representative(s) from Nebraska Home Sales will be present to do the drawing. **Recipients do not need to be present to win.**
5. Recipients will receive letters of congratulations and forms with guidelines within 14 days of the September general meeting on how to implement their scholarship.
6. Recipients must use the scholarship by July 31 of the following year the scholarships are given. Example: If given September 2011 it must be used by July 31, 2012.
7. For reimbursement, recipients will need to submit a reimbursement form with appropriate documentation (see attached) to the UNOPA Career Development Director by August 31 of the following year. The Career Development Director and committee will review the form(s) and documentation for accuracy and forward it for immediate payment.
8. Recipients will be required to submit an article/overview to UNOPA's Career Development Director and Nebraska Home Sales (*representative TBD*) on the professional development activity they attended. The article/overview will be submitted by the Career Development Director to the UNOPA Notes Director for possible publication in the newsletter.
9. Annually, by June 30, the scholarships shall be evaluated by the UNOPA Board and Nebraska Home Sales for possible revisions and implementation for the following fiscal year. Funds shall be received annually from Nebraska Home Sales by September 1.
10. The Career Development Director will keep a chronological listing of all recipients and the scholarship amount in the committee notebook.

UNOPA President

Nebraska Home Sales Representative

Disclaimer: Acceptance of financial contributions does not indicate UNOPA's endorsement of any specific business or group.

May 2011